

Sr. Project Coordinator-- Scientific Society

Association Innovation and Management, Inc. (AIM) is seeking an experienced Senior Project Coordinator to work in a fast-paced environment with excellent opportunity for growth and advancement. The AIM team provides excellent service to its clients and their members from corporations, government, and academia. We are expanding our successful staff with a team player who has a minimum of 2–3 years' experience as a project coordinator. Experience working with associations including their Board of Directors, committees, and speakers is preferred. Successful candidates will have a working knowledge of databases and Microsoft Office suite, and the ability to interface with AIM senior staff and clients. A proven track record of focusing on details and multi-tasking while meeting concurrent deadlines is a must.

The Project Coordinator will be responsible for handling select American College of Toxicology (ACT) courses and assisting with the ACT Annual Meeting. Responsibilities may also include client committee-related activities as assigned. Position requires domestic travel to an annual meeting each November.

Senior Project Coordinator Requirements

- Manage correspondence with course organizers, and member/non-member invited speakers, and their slide presentations.
- Communication and coordination of marketing pieces and website updates for educational courses.
- Coordinate issuance of letters of invitation for speakers, important deadlines, reminders, surveys, etc. correspondence to support participants seeking visa assistance, issuance of receipts, and letters of attendance.
- Manage the course budgets including provision of accurate billing of staff time and speaker expenses related to the course.
- Coordinate with other staff members to facilitate the overall success of the courses.
- Liaise and support the ACT Webinar Subcommittee, including managing quarterly webinars and their speakers.
- Liaise and support the ACT eLearning Subcommittee, including managing yearly eLearning modules and their speakers.
- Strong written and oral communication skills.

Why Work for Us?

AIM is a dynamic association management company serving 10 scientific societies located in Reston, Virginia one block from the Wiehle Avenue Silver Line. We are also conveniently located to the Toll Road. For this full-time position, we provide competitive benefits, including fully paid health, dental and life insurance, 25+ days of paid leave (pro-rated in year one), very generous tuition benefits, and much more. Free parking. For more information about us please visit www.aim-hq.net

Salary commensurate with experience. Candidates may email resume with cover letter and salary requirements to HR@aim-hq.com. **No phone calls and no third parties please.**